Minutes
Regular Monthly Meeting
McMahon Auditorium Authority
Thursday, October 10, 2013 – 4:00 pm
Owens Multipurpose Center

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Jolly, Kelly, Kent, Pendergraft, Sasseen, *Shahan and *Torbert

MEMBERS EXCUSED: Anderson and Sutherlin

MEMBERS ABSENT: None

STAFF PRESENT: Whipp and Gilbert

**Chair Jolly called the meeting to order at 4:00 p.m.
and declared a quorum present.**

CONSENT AGENDA: The following items are considered to be routine by the McMahon Auditorium Authority and will be enacted with one motion. Should discussion be desired on an item, that item will be removed from the Consent Agenda prior to action and considered separately.

1. Consider approving minutes of August 8, 2013 meeting.
2. Consider accepting August financial reports.
3. Consider accepting September financial reports.

MOTION by Sasseen, with second by Kent to approve the consent agenda. Roll call results: Kent, Pendergraft, and Sasseen. MOTION CARRIED.

CHAIR'S REPORT
None

TREASURER'S REPORT
4. Revised auditorium improvements priority list – No report. Whipp noted the list is included in member packets for review.

COMMITTEES
Chair Jolly passed around the FY2013-14 committee sign-up sheet.

COORDINATOR'S REPORT
5. October, November and December Event Calendar – Whipp reviewed upcoming events, noting an additional booking tentatively scheduled for Thursday, November 21st.

ADMINISTRATOR'S REPORT
6. FY 2012-13 Audit Update – (*Shahan and Torbert entered) Whipp reported she has received the audit draft and is currently working on the MD&A Reports. She stated that the audit deadline to the COL is November 30th, and therefore, the audit will be on the November voting agenda. She noted a copy of the audit will be emailed to all members for review prior to voting. Sasseen inquired about the feasibility of requesting the COL to pay for the annual audit with Shahan commenting that the issue, as he understands it, is that the City would have to appropriate funding for audit expenses for each Public Trust if they did so for one Trust.

Whipp reported the 77th Army Band is currently considering Friday, December 20th for their annual Holiday Concert; however, they are waiting on funding sources to book the Auditorium. Whipp asked the Authority to consider waiving the rental and maintenance fees annually for this event. Discussion ensued with the Authority directing Whipp to obtain additional information regarding publicity and other costs typically associated with the event. The general consensus is to have two voting items on the November agenda; one to waive the rental and maintenance fees and the second to fully sponsor the event since promoting events is one of the goals of the Authority's Strategic Plan.

Whipp reported that the COL has received a grant for $166,000 for the Auditorium's HVAC System from the Oklahoma State Military Planning Commission (OSMPC) which receives funds from the Oklahoma Department of Commerce for facilities providing services to military personnel and their families. Shahan further reported that this grant provided the opportunity to approach the McMahon Foundation and that they have made a verbal commitment of strong support to the project, and that City Council and the City Manager have made this item a priority. Whipp noted that City Council approved a contract with a firm in Oklahoma City to conduct a study of the facility to determine the type of system needed. Discussion ensued with Jolly requesting that Authority members be involved in discussions with the firm to ensure they fully understand the unique needs of the facility.

BUSINESS ITEMS
None

OLD BUSINESS ITEMS

7. Genie Lift Update – Sasseen provided a brief overview of the specs on the Genie Lift approved for purchase at the August meeting. He proposed the Board consider spending an additional $900 and purchase the AWP-30S model which would provide a 30-foot lift (versus 25-foot) as well as the rough terrain base. Whipp stated that the Board appropriated $10,000 for the item. Sasseen stated the low estimate was received from Hertz and that they still are the lowest bid even if the additional options are approved. Discussion ensued on the increased versatility and other advantages. MOTION by Torbert, with second by Kent to approve the additional options for the Genie Lift as stated above. Roll call results: Kent, Pendergraft, Sasseen, Shahan, and Torbert voted yes. MOTION CARRIED.

8. Consider increasing funding to $20,000 for the dock lift. – Sasseen reported that his original estimate of $15,000 would not cover all the installation charges associated with the project and requested the Authority increase funding for this project by $5,000. Discussion ensued regarding the purchasing process to be followed since the project would require formal bidding. Shahan stated that Keith Neitzke, Parks & Grounds Superintendant is on the COL Specs Committee and would assist Sasseen in writing the specs for the project. MOTION by Torbert, with second by Pendergraft to approve increasing funding to $20,000 for the dock lift project. Roll call results: Kent, Pendergraft, Sasseen, Shahan, and Torbert voted yes. MOTION CARRIED.

NEW BUSINESS ITEMS

9. Consider waiving fees for LAHC's annual Student Performance on February 7, 2014. - Whipp reported that historically the Authority has co-sponsored this event by waving all Authority fees associated with the program. She stated that TheatreworksUSA will present "Peter Pan" at 10:00 a.m. and 6:30 p.m. on Friday, February 7, 2014. MOTION by Kent, with second by Pendergraft to waive fees for LAHC’s annual Student Performance as stated. Roll call results: Kent, Pendergraft, Sasseen, Shahan, and Torbert voted yes. MOTION CARRIED.

10. Consider internet usage fee charged to promoters. – Jolly stated Sutherlin had requested this item be placed on the agenda and recommended tabling it until Sutherlin is present. Item tabled.

11. Consider authorization of installation of "shore power" at the dock location. This is a 50 amp electrical connection needed by touring groups to hook up their tour buses, and allows the bus engine to be turned off. – Sasseen stated that while researching the dock lift he identified the need for an electrical power outlet to be placed at the dock entrance. He stated that most venues have this outlet which is referred to as "shore power", and is similar to a 50 amp RV plug. Discussion ensued on how this would best be accomplished with Sasseen recommending using the electrical box near the dock and that the estimated cost is $500. MOTION by Shahan, with second by Pendergraft to approve $500 for the installation of "shore power" in the stage dock area. Roll call results: Kent, Pendergraft, Sasseen, Shahan, and Torbert voted yes. MOTION CARRIED.

12. Consider approving request from Christian Congregation of Jehovah's Witnesses. – Whipp referred members to the letter included in their packet outlining the organizations request to allow sack lunches be brought in by attendees and eaten in the seating area. Whipp stated they are considering hosting their annual conference in November 2014 at the Auditorium but that they encourage attendees to bring a lunch in order to not have to leave the facility during the lunch break. Discussion ensued on the details of the event and their request with Whipp stating that they held their 2003 Conference at the Auditorium and there were no issues according to Morman who was on staff at that time. The organization will provide a pre- and post-event cleaning as well as conduct a site inspection with management prior to vacating the premises. MOTION by Sasseen, with second by Torbert to approve the request as presented. Roll call results: Kent, Pendergraft, Sasseen, Shahan, and Torbert voted yes. MOTION CARRIED.

OTHER BUSINESS
None

ADJOURN
Chair Jolly adjourned the meeting at 4:45 p.m.

Chair	Date Approved